



**International Boundary and Water Commission  
United States and Mexico  
United States Section**

**JOB OPPORTUNITY ANNOUNCEMENT**

**Position:** Chief Executive Officer, AD-0301-00

**Announcement Number:** 05-02

**Salary Range:** \$100,129 - \$130,173 per annum (Administratively Determined)

**Issue Date:** 3/9/2005

**Closing Date:** Open Until Filled (First cut-off date 4/5/2005)

**Area of Consideration:** All United States citizens (refer to Section 3 below regarding who may apply)

**Section 1. POSITION BACKGROUND**

**Organization:** Office of the Commissioner

**Location:** El Paso, Texas

**FLSA:** Exempt

**Bargaining Unit:** Excluded

**Full Time:** Yes

**Supervisory Position:** Yes

**Drug Testing:** Yes

**Position Duties.** The position is located at the headquarters, United States Section, International Boundary and Water Commission, United States and Mexico (USIBWC). Under the very general supervision of the U.S. Section Commissioner, the incumbent serves as the Chief Executive Officer by carrying out policy-level duties, responsibilities and authorities. Serves as the agency's Chief Financial Officer responsible for the major areas of the financial services such as budget and accounting. Responsible for long-term financial planning and the reporting process that involves both broad and specific financial policies that will facilitate the USIBWC mission and goals. Implements internal management controls. Actively participates in developing agency policy and directing major program changes. Performs a substantial range of human resources management duties. Implements the agency's mission and goals and provides organization management to improve the agency's performance. Ensures the meeting of broad program goals and the organization's mission accomplishments. Assigns and reviews work of subordinate functions. Performs other duties as assigned.

**Working Conditions:** Most work is performed in an office setting which has adequate lighting, heating and ventilation.

**Physical Effort:** The work is primarily sedentary and involves light physical exertion with occasional periods of standing and walking to other offices within the headquarters facility. Periodic overnight travel to meetings, hearings, and conferences is a requirement of the position.

## Section 2. AGENCY INFORMATION

**The USIBWC.** The United States Section of the International Boundary and Water Commission United States and Mexico (USIBWC), is an international agency categorized as an independent bilateral organization within the federal government. There are various field offices located along the boundary with the headquarters office in El Paso, Texas. The USIBWC is responsible for providing environmentally-sensitive, timely and fiscally-responsible boundary and water services along the United States and Mexico border region while sustaining an atmosphere of binational cooperation and by being responsive to public concerns. You can obtain detailed information about the USIBWC by visiting our website: <http://www.ibwc.state.gov>.

## Section 3. WHO MAY APPLY

Applications will be accepted from all United States citizens. Accommodations will be made for qualified applicants or employees with disabilities, except when doing so would pose an undue hardship on the employing agency. Those needing reasonable accommodation for any part of the application and hiring process, should notify the Human Resources Office at 1-800-262-8857 ext. 4752 or (915) 832-4752, or by email at [lizlopez@ibwc.state.gov](mailto:lizlopez@ibwc.state.gov). All qualification, legal, and regulatory requirements must be met as of the closing date of this announcement.

## Section 4. QUALIFICATION REQUIREMENTS

**Specialized Experience.** Ten (10) years of advanced management experience that equipped the applicant with the particular knowledge, skills, and abilities to manage a governmental agency (preferably a Federal agency) with both non-bargaining and bargaining unit personnel.

**The information provided in the evaluation factors responses will be heavily relied upon.**

**Evaluation Factors:** Each applicant for this position is **REQUIRED** to respond to the elements listed below. On separate sheets of paper, **(A)** fully describe your experience in working with the element; **(B)** describe where and how you obtained your education, training, and/or experience in the element; and **(C)** describe the most complex issues with which you have dealt.

1. Mastery of advanced management and organizational principals, practices, and methods in order to strategically manage an administratively independent international agency.
2. Comprehensive and in-depth knowledge of the full range of laws, policies, and directives to review and direct the operational and administrative functions of an organization of a technical nature, including the following: facilities operation and maintenance; safety; design, construction and project management; information management systems; strategic human capital management; budget and financial services, general services and acquisition.
3. Advanced knowledge of the federal budget and funds control process, including knowledge of the congressional budget process and the policies and regulations.
4. Expert skill in human relations, including interpersonal communications (both written and oral), conflict resolution, and negotiations in order to interact effectively with a variety of people at all governmental levels.

## Section 5. APPLICATION PROCEDURES

**General Application Information.** It is your responsibility to ensure the accuracy and completeness of your application. An incomplete application or one that is not completed in accordance with instructions found in this JOA will subject you to being found ineligible. It is the practice of the Human Resources Office not to contact an applicant for further information, documentation, or required materials. Do not submit letters of recommendation, training records, position descriptions, copies of awards, etc., unless they relate directly to the job for which applying. An individual concerned in examining an applicant for, or to a position in the agency may not receive or consider a recommendation of the applicant by a Senator or Representative, except as to the character or residence of the applicant. All material that you submit in response to this JOA will become part of the Promotion and Internal Placement Program files and will not be returned; therefore, be sure to make copies of your application material before submission. The USIBWC does not maintain an applicant supply file. The use of government property, the USIBWC internal mail distribution, or government franked envelopes to apply for a federal position is prohibited and subject to fines as prescribed by law.

**Obtaining application forms.** You may obtain forms needed to apply under this JOA by downloading them from the USIBWC's website at: <http://www.ibwc.state.gov> or by calling the Human Resources Office at 1-800-262-8857 ext. 4117 or 915-832-4117 to have the forms mailed or faxed to you. Due to heightened security measures, you should not request application forms in person at a USIBWC facility.

**Submitting application forms.** It is highly recommended that you mail your application to the following address:

USIBWC  
Human Resources Office  
4171 North Mesa, Building C, Suite 100  
El Paso, Texas 79902

If mailed, your application must be postmarked by the closing date noted in this JOA. Applications submitted "online" (through the internet) or faxed are not accepted. Due to heightened security measures, the hand-delivery of applications to the USIBWC is discouraged. If hand-delivered, you must do the following: place the application in a sealed envelope; address the envelope to the USIBWC Human Resources Office annotating the date and time on the upper right hand corner; and leave the envelope with the security officer on duty. Neither the security officer nor the USIBWC will assume responsibility for misplaced or misdirected hand-delivered applications. A hand-delivered application must be received by the security officer by the closing date and not later than 3:00 p.m. MT.

**Required Forms and Documents.** You must submit all of the following forms and documents in order to be found eligible for consideration under this JOA:

1. Standard Form 171, Application for Federal Employment; OR Optional Form 612, Optional Application for Federal Employment; OR any other format such as a resume with the specific information required by Optional Form 510, Applying for a Federal Job;

2. Optional Form 306, Declaration for Federal Employment;
3. IBWC Form 336, Ability to Drive Safely;
4. Copy of college transcript(s) (if applicable);
5. If you are a Promotion, Reassignment, Reinstatement, or Transfer Eligible, you must submit the following:
  - a. Copy of Standard Form 50, Notice of Personnel Action, which reflects your eligibility (status);
  - b. Copy of your most recent performance rating/evaluation; and
  - c. IBWC Form 301, Supervisory Evaluation of Applicants for Supervisory and Managerial Positions.
6. If you are a Veteran Eligible, you must submit the following:
  - a. Form DD-214, Proof of active military service, dates of service, and condition of discharge; and
  - b. If applicable, Standard Form 15, Application for 10-point Veteran Preference with required documentation.
7. If you are a Disability Eligible, you must submit the following:
  - a. Certification from the appropriate State Vocational Rehabilitation Agency that he/she has the ability to perform the position duties, are physically qualified to do the work without risk to themselves or others, and are competent to maintain themselves in a work environment.
  - b. Veterans who are qualified for the positions must have retired from active military service with a disability rating of 30 percent or more, or be rated by the Department of Veterans Affairs within the last year as having a compensable service - connected disability.

**Optional Application Checklist.** As you go through the process of completing your application, it is advisable that you use the following checklist to ensure your application is complete:

- ☐ Standard Form 171 or Optional Form 612 or a complete resume;
- ☐ Optional Form 306;
- ☐ IBWC Form 336;
- ☐ Copy of college transcript(s) (if applicable);
- ☐ IBWC Form 301 (if applicable);
- ☐ Response to evaluation factors;
- ☐ Copy of Standard Form 50 (if you are a Promotion, Reassignment, Reinstatement, or Transfer Eligible);

- ☐ Copy of your most recent performance rating/evaluation (if you are a Promotion, Reassignment, Reinstatement, or Transfer Eligible);
- ☐ Form DD-214 (if you are a Veteran Eligible);
- ☐ Standard Form 15 (if you are claiming 10-point Veteran Preference) with required documentation; and
- ☐ Certification from the appropriate State Vocational Rehabilitation Agency (if applicable).
- ☐ Documentation provided by the Department of Veterans Affairs stating that you are retired from active duty service with a disability rating of 30 percent or more (if applicable).

## Section 6. GENERAL INFORMATION FOR POTENTIAL CANDIDATES

**Position Potential.** If you are selected and the position is filled below the full performance level, you may be promoted without further competition until the full performance level is reached. Promotion is neither automatic nor guaranteed. Promotion will be based upon your supervisor's certification of your demonstrated ability to perform the duties of the higher graded position in a fully successful manner, as well as you meeting all other requirements for promotion. If there are intervening situations affecting the classification of the position between the time of advertisement and the time that promotion(s) may be due, the advertised promotion potential is void.

**Appointment.** This is an excepted service position. An Interchange agreement between USIBWC and the United States Office Personnel Management permits employees of USIBWC who do not have tenure in the competitive civil service to move between the USIBWC's excepted service positions and other agencies' competitive service positions on a noncompetitive basis.

**Conditions of Employment.** If you are selected for the position, you must meet all of the following conditions of employment (failure to do so will result in termination of your employment):

1. Official college transcript(s) (must be submitted within 30 days after selection).
2. The person tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.
3. You must possess a valid state driver's license; have a good driving record; and meet the requirements for the issuance of a federal government operator's license. Driving records will be checked.
4. Salary payments will be made by Electronic Funds Transfer (EFT), known as Direct Deposit.

**Relocation Expenses.** Relocation expenses may be paid by the U.S. Section, subject to availability of funds, and in accordance with federal travel regulations.

**Equal Opportunity Employer.** The USIBWC is an Equal Opportunity Employer. Selection of a candidate shall be based on merit, potential, and job-related criteria and without discrimination because of race, color, religion, national origin, marital status, sex, age, non-disqualifying physical handicap, labor organization affiliation or non-affiliation, personal favoritism, sexual orientation,

political affiliation, or any other non-merit factors.

**Assistance.** You may obtain additional information and assistance by contacting the Human Resources Office at 1-800-262-8857 ext. 4117 or 915-832-4117.

***[www.ibwc.state.gov](http://www.ibwc.state.gov)***